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Minutes 9/16/2010

Capital Planning Committee
 Meeting Minutes
 September 16, 2010

In attendance were:

Steve Andrew *
 Adam Chapdelaine
 John FitzMaurice
 Charles Foscett, Chairman
 Steve Gilligan
 Diane Johnson
 Ruth Lewis
 Anthony Lionetta*
 Barbara Thornton

* Denotes those not in attendance

Capital Planning Committee Chair, Charlie Foscett, called the meeting to order at 5:11 p.m.

Minutes

Chair Foscett began the meeting with a discussion of prior meeting minutes. This discussion began with a request that the draft minutes of the May 4, 2010 meeting be brought before the committee at its next meeting for approval. Chair Foscett then asked that Barbara Thornton, Anthony Lionetta, and Adam Chapdelaine work together to see that the Capital Planning Committee's minutes are up to date on the town's website.

Election of Officers for 2010-2011

Chair Foscett passed the gavel to Adam Chapdelaine for the purpose of chairing the election of new officers for the 2010-2011 capital planning season. Mr. Chapdelaine entertained nominations for Chairman, and Diane Johnson nominated Charlie Foscett.

This nomination received a second from Steve Gilligan and was approved unanimously by the committee. Mr. Chapdelaine then entertained nominations for Vice Chair, and John FitzMaurice nominated Steve Gilligan. This nomination received a second from Diane Johnson and was approved unanimously by the committee. Mr. Chapdelaine next entertained nominations for Secretary, and Diane Johnson nominated Anthony Lionetta. This nomination received a second from Ruth Lewis and was unanimously approved by the Committee. At the close of the elections Mr. Chapdelaine relinquished the chair to Chair Foscett.

Committee Organization

Chair Foscett reviewed the committee structure and organization of the sub-committees. He explained that the sub-committee structure is organized such that no member is reviewing projects that fall under their jurisdiction. John FitzMaurice then asked about how the Commission on Disabilities submits requests to the Capital Planning Committee. Adam Chapdelaine agreed to investigate the protocol and report back to the committee.

Five Year Plan

Chair Foscett then asked Adam Chapdelaine to go over the five year plan with the committee. Mr. Chapdelaine discussed the current plan with the group, as well as discussing the forecast for state aid in FY 12. Chair Foscett then spoke about the impacts of the five year plan on the Capital budget.

Review of Capital Balances

Ruth Lewis is distributed to the committee an analysis of the balances available in current capital project accounts. Chair Foscett asked that Ruth Lewis and Adam Chapdelaine work with Department Heads to identify what funds can be considered surplus and what funds are still programmed to be used. Chair Foscett specifically asked that the Summer Street Playground and Rink Renovation accounts be looked into.

Update on Current Projects

Chair Foscett asked that Adam Chapdelaine provide the committee with an update on various ongoing capital projects. Mr. Chapdelaine began by describing the progress on both the Highland and Central Fire Stations, and pointed to a memo included in the meeting handouts from Chief Jefferson describing the project progress. Mr. Chapdelaine then expressed to the group the desire of the PTBC to request that the Special Town Meeting approve borrowing authorization for Phase 2 of the Stratton school renovation funding, in order to keep costs down and remain on schedule for the project. Diane Johnson then spoke about this project and described the need for the early bond authorization in order to facilitate the pulling of permits and ordering of boilers that need to happen before next spring's Annual Town Meeting. Chair Foscett expressed his understanding of the situation, but also his concern over asking the Special Town Meeting for what will be perceived as new money. No action was taken on this item.

Mr. Chapdelaine then told the group of the anticipated report of the PTBC that will outline the problems with the Community Safety Building's envelope. This report was expected to be completed by early next week.

Diane Johnson then raised an issue with the High School boiler replacement project. This project was originally funded by a federal grant and some school operating money, but cost overruns have now left the project in need of additional capital funds.

This item raised a discussion of how grant funded projects should be treated by the Capital Planning Committee. Chair Foscett asked that Ruth Lewis and Barbara Thornton review all of the details of the boiler issue and report back to the committee. Adam Chapdelaine and Barbara Thornton agreed to work together to look at how grants should be treated by the committee. Chair Foscett concluded the discussion by making clear that grant funded projects should not depend on capital funding for project overruns if the projects were not in the original Capital budget.

Capital Report Preparation

Chair Foscett proposed that Adam Chapdelaine, Steve Gilligan and himself meet to discuss the preparation of the capital report. He suggested a review of the current database and that consideration be given to how it is treated in the future.

Thompson School Building Committee

Chair Foscett began the discussion of this topic with a review of his conversation with Tony Lionetta about the various options being proposed for the Thompson school. These conversations had informed Chair Foscett that the estimated price of the school had risen to \$25 million and was now to include an Early Childhood Learning Center. Diane Johnson then spoke about the enrollment projections that she has done for the district and Barbara Thornton asked if she could see the report on this. Ms. Johnson went on to speak about the need for the Early Childhood Learning Center for the student ages 3-5 that have special needs. Based upon this discussion, Chair Foscett asked that Ruth Lewis and Barbara Thornton put together a detailed demand side analysis regarding the Thompson School. Chair Foscett then spoke about the long-term impacts of a potential override and the debt service that the construction of a new Thompson School would require. He also mentioned that the High School will need substantial work in the future and that needs to be kept in mind.

School Shortfall

Chair Foscett asked Diane Johnson to speak to the committee about the FY 10 School Department deficit. Ms. Johnson discussed the unanticipated drops in revenue and increases in SPED costs that were the main drivers in causing the FY 10 deficit. She also discussed the mid-year spending freeze and other measures that had been taken in attempts to mitigate the shortfall.

Condition of Roads

Chair Foscett spoke about the condition of roads in Arlington and asked that Adam Chapdelaine, Steve Gilligan and Tony Lionetta facilitate an update from John Bean in regard to road upgrades and the road program proposed by DPW four years ago.

Facility Maintenance Planning

Barbara Thornton spoke about her interest in Facility Maintenance Planning. Chair Foscett agreed to have it on the agenda for the next meeting of the committee.

Meeting Schedule

Diane Johnson suggested that group consider an abbreviated meeting schedule that would have all departments come in on one day for capital budget hearings. The majority of the group preferred the current process and the process will remain for the upcoming year.

Chair Foscett then addressed the committee's meeting schedule and proposed eliminating the Veterans' Day meeting (November 11) as well as the October 7th meeting. He also suggested that the group consider eliminating the December 23rd meeting.

The meeting then adjourned at 7:15 p.m.